

Evergreen Visioning Project/Smart Growth Strategy

Proposed Task Force Refinement and Work Plan

Purpose of Task Force Refinement:

Since its inception in August 2003, the Task Force has operated under two approaches, one consensus-based and the other parliamentary-based. To increase efficiency and the effectiveness of the Task Force, the Task Force will evolve to the structure and format described below.

Purpose of the Task Force:

The Task Force is an advisory body to the Councilmember (not the full City Council) regarding the Evergreen Visioning Project/Smart Growth Strategy and its elements. The elements include:

- Update of the Evergreen Development Policy
- General Plan Land Use Amendments
- Design Guidelines
- Financing Strategy

Structure:

Task Force members and their alternates are those community members, property owners, and agencies designated by Councilmember Cortese in 2003 and modified in early 2004. Although no new members will be added to the Task Force, all meetings are open to the public. Specifically, representatives from Mt. Pleasant School District, East Side Union HSD, other individuals, and groups are encouraged to actively participate in Task Force meetings.

Role and Responsibilities of Task Force Members:

Task Force members and/or their official alternates are expected to:

- Attend Task Force meetings and participate according to the Ground Rules established September 2003
- Review materials and come prepared to engage in meaningful discussion with the goal of consensus
- Respect and utilize the Guiding Principles in its deliberations, providing input that aligns with the Guiding Principles
- Listen, acknowledge, and incorporate public comments, as appropriate
- Discuss the progress of the Task Force work with respective constituencies and share their feedback at the meetings
- Participate, as appropriate, in outreach meetings, Planning Commission hearings, and City Council meetings

Meeting Format and Operations:

- All meetings will be conducted in public.
- The Councilmember will set the expectation(s) for each Task Force meeting, specifically identifying issues that need Task Force and public input, milestones to be achieved, etc. based on the EVP work plan.
- There will be a professional facilitator running each meeting to maintain time efficiency and engage all parties in the discussion; therefore, there is no need for a rotating “chairperson” for the Task Force.
- The meeting agendas are driven by the EVP work plan. At each Task Force meeting, the Task Force, Councilmember, and City staff will identify and review the agenda items for the next meeting based on the work plan.
- The agenda will provide opportunities for public comments.
- Only those Task Force members that embrace the Guiding Principles will be included at the table. Those individuals who cannot embrace fully the Guiding Principles will be asked to withdraw from the Task Force and participate as part of the public.
- Position statements will need to be related back to the Guiding Principles.
- Requests for information or clarification are encouraged, and to the extent possible, will be responded to immediately, at the next Task Force meeting, or at the appropriate time in the work plan.
- There will be no caucus meetings, contact via email, private negotiations, or other means off-line between a majority of the Task Force. Although the Task Force is not subject to the California Brown Act, these rules are a good basis for the EVP Task Force.

Role of the Councilmember and Council Office Staff:

Councilmember Cortese will participate at the table at the Task Force meetings. At each meeting, he will identify the issues and specific subjects or nuances requiring Task Force and public input, and will provide his own comment as per his discretion. In addition, the Councilmember will give a standing update on regional and relevant City issues he is involved with (e.g., VTA, etc.). The Councilmember’s staff will be available to assist the process, as deemed appropriate and necessary by the facilitator and Councilmember.

Role of City Planning Department Staff:

The Deputy Director for Planning Laurel Prevetti and her staff will continue to provide support to the process on both procedural and technical issues, including the preparation and distribution of technical materials.

Role of Facilitator:

In addition to facilitating the meeting, the Facilitator will also prepare meeting summaries. The summaries will be distributed by City staff along with the meeting agendas and other materials no later than one week prior to a Task Force meeting.

Role of the General Public:

In addition to public comments at Task Force meetings, there will be continue to be periodic community meetings held for the overall planning and visioning process and for the elements of EVP. Some community meetings may be of a large scale and others smaller. All community members will be encouraged to attend and express their views. The Task Force will not have an official role at the larger community meetings although they are encouraged to attend and express their views.

Work Plan:

The Task Force will generally meet per the work plan below to provide input on the elements of the EVP per the schedule below. At its last meeting, the Task Force will have an opportunity to make a final recommendation on the EVP elements. The work plan identifies topics for upcoming Task Force meetings as well as other types of meetings.

Date	Meeting Type	Topics
April 19, 2005	City Council	<ul style="list-style-type: none">• Accept status report• Initiate Evergreen Development Policy update
April 20, 2005	Task Force	<ul style="list-style-type: none">• Review and discuss Task Force Refinement and Work Plan• Review Community Outreach, including City Council meeting• Discuss EIR approach, including land use scenarios for opportunity sites• Discuss draft Market Study findings (time permitting)
Late April 2005	Community (including portions of D.5 and D.7 where the EDP currently applies)	<ul style="list-style-type: none">• Review EVP purpose, scope, schedule, etc.• Describe the status of effort• Identify opportunities for participation• Provide input on the effort

Date	Meeting Type	Topics
May 18, 2005	Task Force	<ul style="list-style-type: none"> • Provide input on first draft Evergreen Development Policy, including treatment of other possible development sites and traffic impacts • Review zoning applications for opportunity sites • Provide input on school facilities options
May 2005	Community	<ul style="list-style-type: none"> • Conduct EIR scoping
June 2005	Community	<ul style="list-style-type: none"> • Provide input on first draft Evergreen Development Policy, including treatment of other possible development sites and traffic impacts
June 22, 2005	Task Force	<ul style="list-style-type: none"> • Discuss financing overview • Provide input on second draft Evergreen Development Policy
August 24, 2005	Task Force	<ul style="list-style-type: none"> • Provide input on first draft Design Guidelines • Discuss financing mechanisms • Provide input on third Evergreen Development Policy
August/September 2005	Community	<ul style="list-style-type: none"> • Discuss EVP update, and obtain input on third draft Evergreen Development Policy, first draft Design Guidelines, and financing
September 21, 2005	Task Force	<ul style="list-style-type: none"> • Provide input on first draft EVP document, including Design Guidelines and school facilities approach • Discuss financing mechanisms update

Date	Meeting Type	Topics
December 14, 2005	Task Force	<ul style="list-style-type: none"> • Discuss EIR process, availability of EIR, and opportunity to comment • Review Draft EIR findings
December 2005	Community	<ul style="list-style-type: none"> • Discuss EVP update • Discuss EIR process, availability of EIR, and opportunity to comment
January 18, 2006	Task Force	<ul style="list-style-type: none"> • Provide input on: <ul style="list-style-type: none"> ✓ Final draft Evergreen Development Policy ✓ Final draft Evergreen Visioning Project document, including Design Guidelines and school facilities approach ✓ General Plan land use and text amendments Rezoning applications
February 2006	Housing Commission and Parks Commission	<ul style="list-style-type: none"> • Take public testimony and provide input on overall EVP and specifically, on General Plan amendments
March 2006	Planning Commission Public Hearing	<ul style="list-style-type: none"> • Take public testimony • Consider EIR • Consider Planning Staff's recommendation on: <ul style="list-style-type: none"> ✓ Updated Evergreen Development Policy ✓ General Plan land use and text amendments ✓ Evergreen Visioning Project document, including Design Guidelines and school facilities approach ✓ Rezoning applications

Date	Meeting Type	Topics
April 2006	City Council Public Hearing	<ul style="list-style-type: none">• Take public testimony• Consider Planning staff and Planning Commission recommendations in the decisions regarding:<ul style="list-style-type: none">✓ EIR appeal, if necessary✓ Updated Evergreen Development Policy✓ General Plan land use and text amendments✓ Evergreen Visioning Project document, including Design Guidelines and school facilities approach✓ Community Financing District